MEETING MINUTES
Tuesday, October 28, 2003
State Office Building, Room B110
1:00 pm

Attendance:

Russ Fairless (State ITS)	Floyd Ritter (State ITS)
Nancy McConnell (State ITS)	Steve Foote (So. SL Fire / Region 2)
Jon Tait (Motorola)	Merv Gustin (Duchesne County)
Boyd Webb (State ITS)	Ed Phillips (Millard County)
Chris Dunn (Salt Lake City)	Jim Masner (Millard County)
Bryan Low (Logan City)	Harry Payne (Utah County)
Randy Auman (Logan City)	Vern Olson (Utah County)
Jeff Johnson (Brigham City)	Tim Cornia (State DPS)
Jim Stewart (Utah Education Network)	Devin Calcut (State Corrections)
Bret Mills (Emery County)	Jake Hunt (UCAN)
Jeff Dial (St. George PD)	Doug Chandler (State ITS)

I. **Welcome**

Jake Hunt gave a short introduction to UWIN for those who were not in attendance to this first meeting.

II. **Advisory Committee Membership**

Jake announced that Chief Foote from Homeland Defense Region 2 has been appointed to this committee. The six state representatives are:

Tim Cornia – DPS
Dave Burton – DOT
Devin Calcut – Corrections
Randy Fisher – Health
Lloyd Johnson – DNR
Jim Stewart – UEN

There will also be representation from the other 6 Homeland Security Regions on the group.

III. **Open Discussion**

The group discussed what they felt the scope, goals and agenda of the Technical Steering Committee should be. The following list emerged:

a. Consolidation
b. Standards
c. Identify Problems
d. Identify Needs
e. Identify Goals
f. Identify Solutions
g. Identify Each Agency's Missions / Goals
h. Identify Communities of Interest
i. Identify Technologies
j. Form Partnerships
k. Leverage Buying Power
l. Advise Legislature
m. Statewide vs. Disparate
n. Interoperability
o. Education

IV. Sub Committees

It was decided by the group that subcommittees were not currently necessary. Most individuals had interest in more than one area, and simultaneous subcommittee meetings would not allow members and guests to participate in more than one aspect of the Steering Committee's scope of work. It was agreed that in the future, if the group becomes too large, subcommittees might be created.

V. Topical Categories

There were two major categories that the group chose to focus on for future meetings: Mobile Data and Voice. Meetings will be centered on topics within these categories. The priority of these topics will depend on the needs and interests of the group. The following list of topics were chosen for discussion within each category:

> Spectrum
> Security
> Network Infrastructure
> Spending Deadlines (some have grant deadlines they need to meet)
> Technology Education
> Agency Needs

VI. Future Meetings (Calendaring)

Meetings will be held on the 4th Tuesday of every month, save November and December when the meetings will be held on the 3rd Tuesday to avoid holidays. This November's meeting, however, will be on the 21st to coincide with the 700 MHz Regional Planning Committee meeting at VECC.

VII. Action Items

➢ A spectrum expert will be brought in for the next meeting.

➢ An Email request for information will be sent to agencies throughout the state, asking for information about their wireless infrastructures and needs. The information gathered will be compiled into a report for the next meeting.

➢ Look into creating Bulletin Board on the UWIN Web Site for posting information.

➢ Look into an Email List Server group for sharing information.

➢ Report on what other states have done by way of Technology Steering Committees.

VIII. Next Meeting

November 21, 2003
1:00 pm
VECC Training Room
Don't miss the kick-off meeting for the 700 MHz Regional Planning Committee, which starts at 10:00 am. The agenda for the 700MHz RPC meeting can be found at:
http://hraunfoss.fcc.gov/edocs_public/attachmatch/DA-03-2870A1.pdf